



Administrative Assistant

ILLUME

Administrative Assistant

Illume is a 30 year-old international consultancy that brings people to experience important places around the world where significant change in human history inspires significant transformation in the individuals and groups that we guide. Sojourners return home transformed, having experienced first-hand other histories, cultures and traditions. This experience changes the way we see ourselves and the people and places around us.

Our clients include religious and non-profit organizations; academic and research institutions; cultural and institutional organizations.

Illume delights in the idea that at our best, we are all citizens of the world. We invite you to join our global community of family and friends and experience the difference that travel can make in transforming perspectives.

Administrative Assistant Overview

Responsibilities

The administrative assistant works with our Operations Teams to make sure that our office runs smoothly and efficiently. Multiple tasks are completed daily, weekly and monthly in order for Illume to execute its commitments and realize its mission. The administrative assistant is responsible for answering phones, sorting mail, processing payments, sending documents to program participants, data entry, organizing files and completing a small marketing project.

Learned Skills

The administrative assistant learns how to work in an office, navigate a database, operate Microsoft Office, develop a professional phone manner, and master administrative tasks. This position teaches one how to prioritize while learning about the many facets of a business.

Ideals

The team at Illume is a diverse group of people with many talents, skills and interests. One common denominator is a positive attitude. The administrative assistant is someone with a professional, responsible and polite demeanor. An ability to multi-task is important. In addition, the ideal candidate needs to share a dedication to the vision and mission of Illume. An enthusiasm for bringing transformational experiences to people through world travel is vital.

Hours

Illume is open Monday – Friday from 9:00 a.m. to 5:30 p.m. The administrative assistant generally works 15 - 20 hours per week, four days per week, between the hours of 10:00 a.m. – 5:00 p.m.

Compensation

The hourly compensation for this position is approximately \$12 depending upon your experience.

Questions and General Interest

If you are interested in applying for this position and/or if you have any additional questions, please contact our Human Resources Department via email hr@travelillum.com. Interested candidates please forward your resume via email along with any other information you feel is relevant.

Location

We enjoy coming to work at our waterfront office bordering the historic North End of Boston – where the ocean and its distant lands are just outside our windows and the flavors of a local ethnic community remind us of our travels.

Discover the world illumed!

102 Union Wharf, Boston, Massachusetts 02109 www.travelillum.com

T +1 617 367 6757 +1 800 368 6757 F +1 617 589 3708 E info@travelillum.com

©2008 Illume. All rights reserved.



Travel. Experience. **Be moved.**